
LIST OF CREDITORS a/k/a CREDITOR MATRIX

Pursuant to S.D.Ind. B-1007-1(b), as amended by General Order 04-007, a diskette or CD with all creditors must be submitted in bankruptcy cases filed conventionally. Electronic filers must upload a file through the Creditor Maintenance menu option. When an Amended Schedule is filed to add creditors, a diskette or CD listing added creditors only must be submitted.

FILE FORMAT

1. The creditor matrix must be saved in a text file.

NOTE: The Notepad program available in Windows can be used to view a text file to determine that it is in the correct format.

2. The matrix must be in one column with no more than six lines per creditor name/address. There must be a blank line between creditor records.
3. The first line of each record must be the creditor name. Attorneys will be asked to resubmit the matrix file if any other information is listed before the creditor name.

GENERAL INFORMATION

1. The creditor matrix must include all of the names and addresses listed on Schedules D, E, and F. If names listed on the schedules are missing from the matrix file, the attorney may be asked to submit a diskette or CD with the missing creditors only.

NOTE: Names included on the matrix but not listed on Schedules D, E, and F will be deleted (i.e., do not include names from Schedules G or H).

2. Do not include the debtors, any trustee, or the U.S. Trustee on the matrix.

NOTE: The attorney for the debtor(s) may be included on the matrix to facilitate filing a claim. To eliminate duplicate noticing, the attorney name and address on the matrix must exactly match the Attorney ECF User Record.

3. Do not include duplicate creditor names and addresses.
4. If any federal agency other than the IRS is listed on the schedules (e.g., FHA, Dept. of Agriculture (USDA), HUD, etc.), add the U.S. Attorney to the matrix using the following address.

U.S. Attorney's Office
10 W. Market St. Ste. 2100
Indianapolis, IN 46204-3048

GOVERNMENTAL AGENCIES

Pursuant to Fed.R.Bankr.P. 5003(e), federal and state governmental agencies may file statements with the court designating their mailing addresses. These addresses are conclusively presumed to be the proper mailing addresses for the governmental agencies. The agencies listed have filed such statements with the Clerk's Office for the Southern District of Indiana.

If any of the following governmental agencies are listed on the schedules, they must be added to the matrix (one time only) using these designated addresses.

1. Internal Revenue Service *{Address updated per IRS request 8/17/05}*

Internal Revenue Service
PO Box 21126
Philadelphia, PA 19114

2. Indiana Department of Revenue

Indiana Department of Revenue
100 N. Senate Ave. Rm. N203-Bankruptcy
Indianapolis, IN 46204

3. Indiana Department of Workforce Development

Indiana Dept. of Workforce Development
10 N. Senate Ave. SE105-Legal Support
Indianapolis, IN 46204-2277

4. Marion County Treasurer

Marion County Treasurer
200 E. Washington St. Ste. 1041
Indianapolis, IN 46204

5. Texas Workforce Commission

Texas Workforce Commission
101 E. 15th St. Rm. 556 - Bankruptcy
Austin, TX 78778-0001